



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Alcohol and Tobacco Commission		BU: 00230
Division: Alcohol - All	Section/District:	
Job Title: Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Chairman Alex Huskey		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : 01/12/2012

Purpose of Position/Summary:

The Governor's Summer Intern will work on several projects within various departments of Alcohol and Tobacco Commission. This is to provide an opportunity for college intern students to receive hands-on work experience in their program. The intern will assist with special assignments related to his/her major area of concentration.

Essential Duties/Responsibilities:

Pull files for processors within 24 hours after receiving applications.
File Local Board voting sheets.
File Re-issue requests.
File Extension files.
File Renewals
Refill processing files after processors are done with their duties.
Pick up mail, sort out and deliver to responsible person.
Pick up permits from Dept. of IOT, sort out and give those to processors.
Sort out advertising, make copies and give to respective processors.
File papers for (GHQ) excise.
Records retention and records management for law enforcement entities

Job Requirements:

Candidate must possess a general understanding of Criminal Justice methods.
Ability to communicate effectively;
Ability to research and document findings;
Ability to effectively prioritize a variety of projects/functions;
Ability to establish and maintain effective working relationships with all levels of management;
Ability to maintain confidentiality;
Ability to work independently;
Ability to organize thoughts and ideas in a logical manner;
Ability to plan and organize the work of other interns;

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Intern utilizes numerous guidelines in performing their assigned duties.

Responsibility:

Intern reports to the Appointing Authority and may work independently at times.

Personal Work Relationships:

Intern will work with immediate supervisor, office staff, Excise, other agencies and the general public at time.

Physical Effort:

Physical activities typically consist of lifting, squatting, twisting and bending.

Working Conditions:

The intern will normally work within an office environment.